



CITY OF BEAVERTON
APPLICATION FOR MEETING ROOM USE

Please fully and accurately answer all questions, and read and sign the Usage Agreement. Incomplete applications will not be processed. Applications must be legible; please type or print clearly using ink.

Date of Application _____

ORGANIZATION INFORMATION (this section must be filled out completely)		
Name of Organization (<i>please write out completely or write N/A if none</i>):		Is this a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide the non-profit ID #:</i>
Name of Contact Person:		E-mail Address:
Mailing Address		
City	State	Zip Code
Day Phone	Evening Phone	Cell Phone

EVENT/MEETING INFORMATION (this section must be filled out completely)		
Event Date:	If you are requesting multiple dates, please list all dates desired: (<i>ex: Mondays 1/9/09 – 6/27/09</i>)	
Event start time (including set-up):	Event end time (including clean-up):	Expected number of attendees:

Please mark which building and room(s) you would like to reserve (<i>You may use only one City facility per day</i>)		
<input type="checkbox"/> Community Center (Maximum of two rooms at the same time)	Community Room (105 people max) _____ Sycamore Room (30 people max) _____ Vose Room (32 people max) _____ Family Room (10 people max) _____	
<input type="checkbox"/> Library (Usage limited to one day per month)	Conference Room (49 people max) _____ Meeting Room B (74 people max) _____ Meeting Room A (100 people max) _____ Meeting Room AB (174 people max) _____ Auditorium* (50 min/150 people max) _____ <small>*Auditorium users must read and sign Meeting Room Usage Agreement AND Addendum #1</small>	
<input type="checkbox"/> Resource Center	Large Community Room (115 people max) _____ Small Community Room (58 people max) _____	

Please describe the purpose of your event or meeting:	
Please describe in detail the activities planned for the event or meeting:	
Will entry fees be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will materials be offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will future business be solicited by a speaker or through literature available at the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the purpose of the event or meeting include the promotion or opposition of political candidates, committees, initiatives, referendums, recall petitions, and/or ballot measures? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will children under 18 be present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, how will they be supervised (please be specific):</i>	
Will any kind of sound amplification be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will decorations be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will music be played? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served or consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: If special accommodations are needed, please call (503) 526-3706 for Community Center reservations, or (503) 350-4071 for Library and Resource Center reservations.	

SECURITY DEPOSIT AND RENTAL FEE INFORMATION*

All necessary deposits and/or fees must be received at least two (2) business days in advance of your scheduled usage. The City accepts cash or check payments. Checks should be made payable to "City of Beaverton."

Deposits are kept on file unless a refund is requested. To request a refund of your deposit, please call (503) 526-3706 for Community Center reservations, or (503) 350-4071 for Library or Resource Center reservations.

Organization Type	Refundable Deposit	Non-Refundable Room Use Fee
Private	\$150	\$100.00 for the first two hours <u>and</u> \$100 for each additional 2 hours thereafter (per day)
Community Based Organizations	\$50	Free for the first three hours <u>OR</u> \$100 if over three hours (per day)
Government	\$50	Free for the first three hours <u>OR</u> \$100 if over three hours (per day)

* Excludes Beaverton City Library Auditorium. Please refer to Addendum #1 for Auditorium usage fees and security deposit information.

APPLICATION REVIEW

Review and processing of applications may take two (2) business days. If your application is approved, and the requested dates and times are available, a confirmation form will be emailed or mailed to you. Otherwise, we will contact you to discuss alternatives. *Your request is not confirmed until you receive the confirmation form.*

Please see below for instructions on submitting your application, usage agreement, and/or any necessary deposits and fees.

COMMUNITY CENTER RESERVATIONS

(503) 526-3706

mailboxcommunitycenter@ci.beaverton.or.us

Mail to: City of Beaverton Neighborhood Program PO Box 4755 Beaverton, OR 97076	Bring to: Beaverton City Hall Neighborhood Program Office 4755 SW Griffith Dr. Beaverton, OR 97005	Fax to: (503) 526-3730	Apply online at: www.beavertonoregon.gov/rooms
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LIBRARY or RESOURCE CENTER RESERVATIONS

(503) 350-4071

libraryroomreservations@ci.beaverton.or.us

resourcecenter@ci.beaverton.or.us

Mail to: City of Beaverton City Recorder's Office PO Box 4755 Beaverton, OR 97076	Bring to: Beaverton City Hall City Recorder's Office 4755 SW Griffith Dr. Beaverton, OR 97005	Fax to: (503) 526-2479	Apply online at: www.beavertonoregon.gov/rooms
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Please read and sign the attached usage agreement and submit with your application.

Apply on-line or view room reservation information at www.beavertonoregon.gov.

CITY OF BEAVERTON MEETING ROOM USAGE AGREEMENT

This form must be signed, dated and returned with the “Application for Room Use” form. Failure to sign, date and return this agreement will delay review of your application. Read this form carefully. It affects your legal rights. This agreement applies to all future uses of the facilities.

Hours: The Beaverton Community Center is available by reservation every day, seven days per week, from 8:00 am to 10:00 pm. The meeting rooms at the Library are available Sunday 1:00 pm to 4:30 pm; Monday - Thursday 10:00 am to 7:30 pm; and Friday - Saturday 10:00 am to 4:30 pm. The meeting rooms at the Resource Center are available Monday-Friday 8:00 am to 10:00 pm.

Prohibited Activities/Uses: The following uses are prohibited at all locations: Any events at which entrance fees are charged; and/or where merchandise is offered for sale; and/or where future business will be solicited by a speaker, through literature available at the meeting, and/or future contacts developed at the meeting. The following activities are prohibited at all locations: (1) smoking, (2) the consumption of alcohol, (3) the burning of any items, including candles or incense. Activities/Uses must not be disruptive to others present in the building.

Fees and Deposits: The full amount of any required usage fee and security deposit must be received in the appropriate office at least 2 business days in advance of the scheduled usage. The amounts are shown on the application form.

Additional Fees: Groups who call for City Staff to unlock the door (outside of normal working hours), will be assessed a \$75.00 fee, and may lose their privileges to the Community Center for six months.

If you have lost your key or failed to pick up your key from the Neighborhood Program at City Hall, then your reservation has been cancelled. Your group is not authorized to enter the Center.

Confirmation: If we approve your reservation request, we will send you a written confirmation.

Cancellations: Failure to provide 7 days notice of a cancellation will result in the forfeit of your deposit. You may cancel a reservation by using the online reservation system or by calling: Community Center (503) 526-3706; Library/Resource Center (503) 350-4071.

Room Condition: Rooms are provided in “as is” condition. You agree that your commencement of the use of a room is conclusive proof that the room was in good order and satisfactory condition when you took possession. During your use of the room, you must maintain and secure the room in good, clean and safe condition. Before leaving the room, you must restore the room and any areas adjacent thereto that were affected by your use of the room to the condition they were in immediately prior to commencement of use. Upon expiration of allotted time for your use of room, you and all your agents, employees, invitees or licensees must peaceably and quietly quit and surrender the room to the city in as good a condition as found and in accordance with the room configuration diagrams posted in each room. All decorations must be removed after use. All garbage must be disposed of in the proper containers.

Supplies & Materials: User groups are responsible for bringing their own cleaning supplies, including brooms, mops, etc. Audiovisual equipment, computers, or easels are not provided. User groups are also responsible for bringing their own materials.

Food: Food may be consumed at your sole risk and expense. The city does not provide food service or any food service supplies. **Community Center** - A light-use kitchenette with sink, stove, refrigerator and microwave is available in the Community Room. Cooking of food is not allowed. Box lunches, snack food, and appetizers may be consumed in all meeting rooms.

Resource Center/Library - Box lunches, snack food, and appetizers may be consumed in the Conference and Meeting rooms. No full meals or banquets may be served.

Beverages: City staff does not provide beverage service. There are no beverage supplies available to the public at any of the buildings. Non-alcoholic beverages (except dark fruit juice) may be consumed in the meeting rooms, but may not be consumed elsewhere in any of the buildings.

Children: A responsible adult must supervise children at all times. Failure to control the activities of your agents, employees, invitees or licensees (including children) may result in the suspension of the privilege to use city facilities.

Repair: If any damage results from the use, act or neglect of applicant and/or the organization applicant represents and/or their agents, employees, invitees, or licensees, the city may, at its option, repair, remediate or replace such damage, and applicant and/or the organization applicant represents shall immediately pay to city the total cost of such repair upon demand therefor, plus 15% of the total

cost of such repair or replacement to cover the city's administrative costs and expenses, in addition to consultant fees, reasonable attorney fees and costs of litigation.

Entry Fees: Entry fees may not be charged for events held at any of the buildings. (See above section on Prohibited Activities)

Non-Assignability: The rights pursuant to this agreement are personal to the applicant and/or the organization applicant represents. Any attempt by applicant and/or the organization applicant represents to transfer, assign, or sublet rights under this agreement shall be null and void.

No Partnership: The city is not by virtue of this agreement a partner or joint venturer with, or agent of, applicant and/or the organization applicant represents in connection with the activity carried on under this agreement.

No Third Party Beneficiaries: The city and the applicant and/or the organization applicant represents are the only parties to this agreement and are the only parties entitled to enforce its terms. Nothing in this agreement gives or will be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons.

Indemnification: To the fullest extent authorized by law, applicant and/or the organization applicant represents shall indemnify and holds harmless the city and the city's officers, employees, agents and volunteers from and against any and all loss, cost, claim, damage, injury or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of applicant or the organization applicant represents, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.260-30.300 and the Oregon Constitution.

Defense of Actions: In case any claim, action or proceeding is brought against the city or its officers, employees, agents and volunteers in any forum whatsoever by reason of any obligation to be performed under the terms of this agreement by applicant or the organization applicant represents or arising from any act or omission of applicant or the organization applicant represents or their agents, employees, s, invitees or licensees, applicant and the organization applicant represents shall, upon notice from city, defend at trial and on appeal the city and its officers, employees, agents and volunteers at the sole expense of applicant and/or the organization applicant represents, by counsel of city's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative or other forum.

Waiver: Applicant and the organization applicant represents hereby fully and unconditionally waive their individual and collective rights to recover from the city and its officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any city property associated with this agreement. The city and its officers, employees, agents and volunteers shall in no event be liable for any loss or damage suffered or incurred by applicant, the organization applicant represents, or their agents, employees, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Lost & Found: Call (503) 526-3706 to report a lost or found item at the Community Center. Call (503) 644-2197 to report a lost or found item at the Library or (503) 350-4071 at the Resource Center. We will hold items for 30 days. After 30 days, unclaimed items may be donated to charity. The city, its employees, volunteers and other agents are not responsible for lost or stolen items.

Special Note: The City of Beaverton reserves the right to control the use of the Community Center, Library meeting rooms, and the Resource Center to best meet the needs of the public. All scheduled uses are subject to change, including cancellation, by the city. The city reserves the right of immediate access to all rooms at all times and is not responsible for any inability to use scheduled rooms resulting from any cause, negligent or otherwise. The city reserves the right to terminate any usage at any time and without prior notice if the use constitutes a nuisance or criminal conduct.

I have fully and accurately completed the "Application for Room Use" form and have fully read this "Usage Agreement." I agree to abide by the terms and conditions of the Usage Agreement. If I have stated that I represent an organization on whose behalf I have read and completed these forms, I hereby represent that, as well as acting on my own behalf, I am also duly authorized to represent the named organization and to enter into this agreement on its behalf.

Applicant's Signature: _____ Date: _____

Applicant's Name (printed): _____

Name of Organization Represented (if any): _____